



National EMS Information System (NEMSIS)

Alaska

Installation and Implementation Guide

Technical support

Contact methods:

- Phone: 800-921-5300, extension 2
- Email: support@firehousesoftware.com

Caution: Call to receive top-priority service if you have a software emergency, such as an FH product that is completely down.

- Chat: http://www.firehousesoftware.com/contact-us/support.php
- Web site: http://www.firehousesoftware.com/contact-us/support.php

So that we can better serve you, please provide the following information when you contact FH technical support.

- Fire department name
- City
- State
- Phone number
- A description of your problem
- · A list of the steps necessary to recreate the problem
- Schedule information in case a support technician needs to call you back

Note: An active support agreement is needed for technical support, or you can use pay-per-call support for each issue. To purchase a support agreement, contact the sales representative for your state. Information on contacting sales is available at http://www.firehousesoftware.com/contact-us/sales.php.

When you contact us, tell us right away how much the issue impacts your immediate ability to use your FH product. Responses are classified by as follows:

- Emergency: An FH application or service is severely impacted for a single customer, and no practical workaround is available.
- Urgent: An FH application or service is severely impacted for a single customer, but a practical workaround is available.
- High: An FH application or service is severely impacted for single or multiple customers.
- Normal: An FH application or service is impacted for single or multiple customers.
- Low: An FH application or service is impacted for single or multiple customers, where ongoing impacts are minimal.

For non-emergency inquires, a response within two business days is normal. If you are not satisfied that your issue is being resolved in a timely fashion, you can escalate the issue to the next level. On the FH web site (<u>http://www.firehousesoftware.com/</u>), choose either **Support/Training** > **Support Ticket Escalation** or **Contact Us** > **Support Ticket Escalation**. On the page that appears, fill out the required fields and then click **Submit**. An email with your information is sent to the technical support manager, who will investigate the situation and work to resolve the issue.

For NEMSIS coding elements and reference materials: http://www.NEMSIS.org

For NEMSIS codes or usage for your area: Contact your local or state EMS agency

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Introduction

The NEMSIS Installation and Implementation Guide is designed to help you configure your department's **FIREHOUSE** Software® database to use the National EMS Information System (NEMSIS) code set. This guide also helps you prepare your database for exporting EMS incident records and detailed demographic information for local, state, and national agency reporting.

NEMSIS is supported in **FIREHOUSE** Software 7.5.40 or higher. This guide documents the steps needed to install and implement NEMSIS with a more recent version of **FIREHOUSE** Software.

WARNING:

- Review the entire guide thoroughly before beginning.
- Do not enter any new EMS incident reports with patients into FH® before you complete this guide.
- Demographic information is exported independently of the patient information.

Note: While we recommend performing all the items in this guide, you should verify the current requirements to be in full compliance with your local/state reporting body.

Install your state's custom .FHz files, on page 9

Overview of tasks for installing and implementing the NEMSIS code set

Below is a high-level list of the tasks you will perform when installing and implementing the NEMSIS code set. Detailed steps for performing each of the tasks below follow this list.

WARNING: Do not attempt the installation and implementation without the detailed steps on the following pages.

Tip: Print off this page of this file and use it as a checklist as you complete each of the steps.

- 1. Run FH Database Tools to compact database and rebuild database index files.
- 2. Back up your FIREHOUSE Software database.
- 3. Install your state's custom . ${\tt FHz}$ files.
- Decide whether to map existing codes or replace your code set with the NEMSIS code set.
- 5. Do one of the following:
 - Map your existing EMS codes to the NEMSIS code set.
 - Replace your existing EMS codes with the NEMSIS code set.
- 6. Configure NEMSIS export options and medical devices class codes.
- 7. (If you mapped your existing EMS codes) Add or update codes to lookup tables.
- 8. Update EMS service numbers.
- 9. Update city codes.
- 10. Update unit codes.
- 11. Update station codes.
- 12. Update destination facilities codes.
- 13. Update medication codes.
- 14. Update procedure codes.
- 15. Update protocols used codes.
- 16. (If you mapped your existing EMS codes) Resolve invalid structures.
- 17. Set up staff member information.
- 18. Add additional user fields.
- 19. Install NEMSIS export utilities.
- 20. Verify the NEMSIS configuration.
- 21. (If necessary) Correct unit codes associated with multiple inventory item.
- 22. Export NEMSIS data for state and national reporting.

Run FH Database Tools

You need to run FH Database Tools to compact the live database and rebuild database index files.

WARNING: Before beginning, verify that all FH users are logged out, and that FH is not running.

1. Choose Start \rightarrow Programs \rightarrow FIREHOUSE Software \rightarrow FIREHOUSE Software Database Tools.

	-	1911-1911 - 1911-1911 - 1911-1911 - 1911-1911 - 1911-1911 - 1911-1911 - 1911-1911-1911-1911-1911-1911-1911-191	2	Windows Live ID		
	H	Programs •	G	FIREHOUSE Software 7		FIREHOUSE Software Enterprise Edition Tools
lal	2	Documents •	1		FH	FIREHOUSE Software 7
ior					8	FIREHOUSE Software 7 Help
SSE	1	Settings •			Ŷ	FIREHOUSE Software Backup Utility
ofe	0	Search			Ċ) FIREHOUSE Software Database Archiver
۹.	~	Jealth			R	FIREHOUSE Software Database Tools
Ϋ́	?	Help and Support			0	FIREHOUSE Software Internet Updates
NS	-				-	FIREHOUSE Software Mobile License Manager
ê		Run			at is	FIREHOUSE Software System Activation
in a			1		80	Uninstall FIREHOUSE Software
>	Ο	Shut Down			1	
-	tart		-			

The Database Tools - FIREHOUSE Software dialog box appears.

Note: (FH Enterprise) **Selected Database** lists the name of the SQL database to back up. If **Connect to Remote Database** is selected, **Rebuild Index Files** is renamed **Rebuild Remote Folder and Check Remote Database**.

Selected Database		
C:\FIREHOUSE Software\Demo	Data\	
Connect To Remote Database	:	
Operations to Perform		
 Validate File Locations Checks for duplicate or misple restore or a restore to the wro Compact Tables Physically removes records m 	aced databases or tables ng location or manually m arked for deletion from all	caused by an incomplete noving files or folders. I data tables and compacts
Rebuild Index Files Rebuilds the index files from in operation must complete once	nformation in the System I e started or you will get er	Database. This rrors running the program.
Verify Logical Integrity Performs various logical integ	ity and consistency chec	cks on tables in the

2. Verify that the path displayed in **Selected Database** is the correct location for your department's live database, and edit it if necessary.

Note: We are using the DemoData database for example purposes in these instructions. Use your live database when running Database Tools.

3. Click View Active Logins.

The Active Logins - FIREHOUSE Software dialog box appears.

Active Logins - Fl	REHOUSE Software		
Login Time	Workstation Name	Username	
2			~
0 Active Logins Listed.			(1810)
Attempt to Clear Inva	lid Logins		ЭК

- 4. (If any login records are displayed in the **Active Logins** dialog box) Click **Attempt to Clear Invalid Logins**.
- 5. Click **OK** to return to the **Database Tools FIREHOUSE Software** dialog box.
- (FH Standard Edition) Select Compact Tables and Rebuild Index Files, and then clear any other check boxes.
- 7. (FH Enterprise Edition) Do the following.
 - a. Verify that **Connect To Remote Database** is selected.
 - b. Select Compact Tables and Rebuild Remote Folder and Check Remote Database.
- 8. Click Run.

Progress updates appear on your screen. This process may take some time if you have many records or a large database.

Note: If errors appear and you need assistance resolving them, contact FH[®] technical support.

- 9. Click Close to close the Database Tools dialog box.
- 10. Continue with **Backup your FH database**, on page 5.

Backup your FH database

WARNING: Before beginning, verify that all FH users are logged out, and that FH is not running.

1. Choose Start → Programs → FIREHOUSE Software → FIREHOUSE Software Backup Utility.

The Login Required - FIREHOUSE Software dialog box appears.

🔫 Login Red	quired - FIREHOUSE Software	×
User Name		
Password		
Database	C:\FIREHOUSE Software\DemoData\	
Login to Re	emote Database OK Cancel	

2. Enter the administrative username and password for FH in the Login Required - FIREHOUSE Software dialog box, and then click OK.

The **Backup/Restore - FIREHOUSE Software** dialog box appears. Depending on whether you are using FH Standard or FH Enterprise, different tabs are available in the dialog box.

3. Depending on whether you are using FH Standard or FH Enterprise, do the corresponding steps below.

FH Standard

The **Backup** and **Restore** tabs are active.

Packup/Restore	- FIREHOUSE Software
Backup Restore	Remote Backup/Restore
Select the compo	onents to back up
🔽 Database	C:\FIREHOUSE Software\DemoData\
System Data	C:\FIREHOUSE Software\System\
✓ Database C:\FIREHOUSE Software\DemoData\ ✓ System Data C:\FIREHOUSE Software\System\ ✓ Queries C:\FIREHOUSE Software\Queries\ ✓ Reports C:\FIREHOUSE Software\Reports\ □ Lookup Tables	
Reports	C:\FIREHOUSE Software\Reports\
Lookup Tables	
Test for exclusive	e access to database before running backup
Verify backup file	e upon completion
Path of backup fil	e to auto-generate 🗹 Auto-generate file name
C:\FIREHOUSE Soft	ware\Backup\
	OK Cancel

1. Verify that **Database, System Data**, **Queries**, and **Reports** are selected and the paths for them are correct.

Note: If any of the paths are incorrect, you can either click in the path field and type the correct path, or you can click the lookup ... button to the right of the field and navigate to the correct location as you did earlier.

- 2. Select Verify backup upon completion.
- 3. Verify that the path displayed in **Path of backup file to auto-generate** is correct.

FH Enterprise

The Remote Backup/Restore tab is active.

Backup/Restore (fh_demo) - FIREHOUSE	Soft	ware	
ackup Restore Remote Backup/Restore			
🕫 Backup To			
No Backup Devices Found	•	Manage Ba	ackup Devices
Name of Backup			
Description of Backup			
C Restore From	_		
No Backup Devices Found	7		
Backup to Restore			
			<u> </u>
Description of Backup			
		01/	
		UK	Cancel

- 1. Under **Backup To**, check the backup device listed.
- 2. (If the displayed listing is **No Backup Devices Found**, or if the backup device is not listed in the menu) Do the following.
 - a. Click Manage Backup Devices.

The Remote Backup Devices dialog box appears.

📶 Remote Backup Dev	rices - FIREHOUSE Softw	vare 🛛 🔀
Backup Device		
No Backup Devices Foun		^
		~
Add Backup Device	Remove Backup Device	ОК

b. Click Add Backup Device.

The Add Remote Backup Device dialog box appears.

🛍 Add Remote Backup Devi	ice - FIREHOU	ISE Software 🛛 🔀
Device Name		
Device Path and Filename (rel	ative to the SQL s	erver)
	OK	Consel
	UK	Lancel

c. In **Device Name**, type the name of the device to back up the SQL Server database to.

Note: Spaces are not allowed in the device name.

- d. In **Device Path and Filename**, type the complete path and file name relative to the SQL Server database.
- e. Click OK.

The new device appears in the Remote Backup Devices dialog box.

Note: If you remove a backup device later, the file is not physically removed. If you add the same backup device back again, and if the file has not been deleted in the interim, they will be available again.

f. In the Remote Backup Devices dialog box, click OK.

The new device appears in the **Backup To** menu, and is selected by default.

Caution: If your only backups are located on a hard drive and that hard drive crashes, you will lose access to the backup.

- 3. Under **Backup To**, in **Name of Backup**, type a name for the backup you are creating.
- 4. In **Description of Backup**, type a description for the backup you are creating.
- 4. Click OK.

Progress updates appear on your screen. This process may take some time if you have many records or a large database.

Note: If you encounter errors and need assistance, contact FH[®] technical support.

5. Continue with Install your state's custom . FHz files.

Install your state's custom . FHz files

1. Obtain your state-specific . FHz files in one of the following ways:

From this loc- ation	Do this				
FIREHOUSE Software 7 installation CD	Note: If possible, obtain these files from the FIREHOUSE Software web site, as newer versions may exist.				
	a. Open the State folder.				
	b. Copy NemsisAK.FHz and NemsisAK2.FHz.				
	c. On your hard drive, paste the .FHz files.				
FIREHOUSE a. In a web browser, go to http://www.fire-housesoftware.com/download/NemsisAK.FHz . Software web site Caution: Do not click Open in the File Download dialoge that appears.					
					b. Click Save .
	c. In the Save As dialog box that appears, navigate to the location on your hard drive where you want to save the file.				
	d. In File name, change the file extension from . <code>zip</code> to .FHz.				
	WARNING: It is very important to change this file extension to . FHz, for FH to recognize the file. You do not need to unzip this file after it is downloaded.				
	e. In Save as type, select All Files, and then click Save.				
	f. In the Download Complete dialog box, click Close.				
	g. In a web browser, go to <u>http://www.fire-</u> housesoftware.com/download/NemsisAK2.FHz.				
	h. Repeat steps b-f to download the next . ${\tt FHz}$ file.				

Tip: You can access state-specific NEMSIS information on the **FIREHOUSE** Software web site at http://www.firehousesoftware.com/support/state-info/.

- In a web browser, go to <u>http://www.firehousesoftware.com/download/AKHosp.FHz</u>. The File Download dialog box appears.
- 3. Save the file to a location on your hard drive.
- 4. (FH Enterprise) Verify that the user name and password for Remote Connection Configuration is for a SQL administrator account.
- 5. Log into FH as an administrator.
- 6. Choose Administration \rightarrow Install New or Updated Components.

The Install New or Updated Feature dialog box appears.

🛤 Install New or Updated Features		
This utility will add new or updated component	ts to your FIREHOUSE Software syste	em.
Install From		
Select the Items to Install		
Items listed in bold text already exis with new definitions	st in the system and will be overwritter if they remain checked.	r
Install Method		
Replace existing components with new components	or updated components	
O Merge new or updated components with	existing components	
<u>S</u> elect All <u>U</u> nselect All	ОК	Cancel

7. Click Install From.

The Select File dialog box appears.

Look in:	C FIREHOUSE	Software	~	G 💋	• 🖽 🍽	
My Recent Documents Desktop My Documents	archives Backup Bin DEMODATA HELP QUERIES REPORTS Sketch Sketch Config System ApexExchange emdialog.dll	∈XControl2.ocx	FFIX4_50.FLL FHACTIV.EXE FHACCIV.EXE FHACCIV.EXE FHACCLIV.EXE FHACCLIV.EXE FHACCLIV.EXE FHACCLIV.EXE FHACCLIV.EXE FHOBTOOL.EXE FHERR.TXT FHEXPAND.EXE FHINETUP.EXE FHINETUP.EXE FHUDDATE.EXE FHUDDATE.Log FHWJZWKS.EXE		FOX	TOOLS.FLL all.log .ib32.dll hNm 1.exe nstal.exe emp.log
My Computer	<					
	File name:	1			*	Open
	-	All 51 (4 4)				Canaal

8. Use the dialog box to find and open the NemsisAK. FHz file you saved to your hard drive.

It may take a few moments for the **Install New or Updated Features** dialog box to list the items that will install.

FH Install New or Updated Features		×
This utility will add new or updated components to you	r FIREHOUSE Software system.	
Install From		
Select the Items to Install		
Codeset Codes - NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS		
Items listed in hold text skeedy exist in the	sustem and will be overwritten	
with new definitions if they re	emain checked.	
Install Method		
Replace existing components with new or update	ed components	
Merge new or updated components with existing	components	
Select All	OK Can	ncel

9. Click **OK**.

A series of dialog boxes and status bars displaying the progress of the installation appear and then close automatically. The installation process can take some time to complete, depending on your computer configuration and the number of codes included.

- 10. Repeat steps 5-8 to find and open the NemsisAK2.FHz file you saved to your hard drive.
- 11. Repeat steps 5-8 to find and open the AKHosp.FHz file you saved to your hard drive.
- 12. Continue with **Decide whether to map existing codes or replace your code set with the NEMSIS code set**, on page 12.

Decide whether to map existing codes or replace your code set with the NEMSIS code set

Mapping codes	Replacing codes
Mapping codes allow you to continue using your existing department codes during data entry by assigning them their NEMSIS equi- valent. The NEMSIS code that your code	If you choose to replace the codes for EMS, then all existing EMS lookup codes will be replaced with the new NEMSIS codes.
exported for submission to your local or state agency. An average code set has between 600 and 800 codes that will need to be mapped to the appropriate NEMSIS code.	WARNING: If you have existing EMS incident records, these records must be archived before replacing your existing EMS codes with the NEMSIS code set.
Tip: If you decide to map your codes and not replace them, you should study the NEMSIS codes to understand which NEMSIS codes are the equivalent of your codes.	Replacing your codes with NEMSIS codes will in-effect remove your codes, making your old codes and descriptions no longer available to the historical records (old EMS incidents). Archiving your exist-
Note: Mapping codes takes several hours to complete. States with unique code sets could have a larger number of codes, resulting in longer mapping time.	ing EMS incidents generates an archive database, and all your previous incidents are moved to this database. Your archive database will still be accessible and all his- torical records will remain valid. Archiving
Caution: Each code must be mapped to an appropriate NEMSIS code, or the code cannot be used during EMS record entry. If a non-mapped code is used dur- ing data entry, the record(s) will not export validly to NEMSIS. Similarly, custom groupings in your EMS look up tables will not export val	your historical incident records provides you with a clean environment for the new code set.
idly. Codes in custom groups will need to be moved later into the new, pre- defined NEMSIS groups.	

1. Review the information below about mapping codes and replacing your EMS codes with NEMSIS codes.

2. Decide whether you want to map your existing EMS codes to NEMSIS codes, or whether you want to replace your existing EMS codes with the NEMSIS codes.

WARNING: When making this decision, it is vital that you understand the mapping codes and replacing codes information in the previous step.

Note: If you have any questions while making this decision, contact **FIREHOUSE** Software technical support at 800-921-5300, option 2.

- 3. Depending your decision, continue with one of the following:
 - Continue with Map your existing EMS codes to the NEMSIS code set, on page 14.
 - Continue with Replace your existing EMS codes with the NEMSIS code set, on page 19.

Map your existing EMS codes to the NEMSIS code set

Note:

- Users can log in and use the software during these steps, but the EMS module should not be accessed while you are mapping codes.
- You will need an FH administrator account to perform the steps below.
- (FH Enterprise) You must log into FH using an SQL administrator account for proper security access to the user field tables of the FH database.
 - 1. Notify all FH users not to use the EMS module until you have completed mapping the existing EMS codes to the NEMSIS code set.
 - 2. Log in to FH using an administrator account.
 - 3. Choose Administration \rightarrow Administrative Options.

The Administrative Options dialog box appears.

4. Click the Incident \rightarrow EMS/Search & Rescue \rightarrow State Reporting tabs.

Administrative Options
License General Database Incident Occupancy Staff Inventory Hydrant Invoicing
All Incidents NFIRS EMS/Search & Rescue Investigation Dispatch/Remote Station Report
General Assessments & Treatments State Reporting Privacy and HIPAA NEMSIS
The active EMS code set defines most of the lookup codes, rules and requirements that are used for EMS report data entry. It is recommended that you NOT mix reports entered under two different code sets in the same database. Click the button to change your active EMS code set only if you are setting up your system for the first time, or have archived reports previously entered. Change EMS Code Set
Generate Patient Lithocode Values Enter your assigned lithocode block range Start
Additional State Reporting Requirements
Require Crew Member Numbers
OK Cancel

5. Click Change EMS Code Set.

The Preset Lookup Sets - EMS/Search & Rescue Incident Codes dialog box appears.

6. Select NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS from the list, and then click Install.



A message appears asking if you would like to review the *NEMSIS Implementation and Installation Guide* prior to installation.



7. Click **No**, since you are already reading the *NEMSIS Implementation and Installation Guide*.

The Confirm EMS Code Set Change dialog box appears.



8. In the yellow field, type Yes and then click OK.

The Map Existing Codes or Replace All Codes dialog box appears.

🗰 Map Existing Codes or Replace Al	l Codes 🛛 🔀
 Map Existing Codes (mappings must be Replace with Codeset Codes (old data 	e defined before you can export) may become invalid)
	OK Cancel

9. Select Map Existing Codes (mappings must be defined before you can export) and then click OK.

A message dialog box appears informing you that if you have created groupings for your existing codes, the codes will now appear in the lookup list under <Invalid Structure> until you move those codes to the existing pre-defined groups. It also warns that you will not be able to export data containing these codes until that re-grouping has been completed.

FIF	USE Software	$\mathbf{ imes}$	
1	NOTE: If you have created groupings for your existing codes, those groups will now show up in the lookup list under <invalid structure=""> until you move those codes in the existing pre-defined groups.</invalid>	nto	
	You will not be able to export data containing these codes until that re-grouping has been completed.		
	ОК		

Once the NEMSIS code set is installed, there may be codes that you had in locallyacceptable groupings that may need to be regrouped according to the NEMSIS structure.

10. Click OK.

The **Preset Lookup Categories - EMS/Search & Rescue Incident Codes** dialog box appears.

🗟 Preset Lookup Categories - EMS/Search & Rescue In	cident Codes 🛛
The following lookup categories will be updated. Any existing codes in will be deleted or overwritten.	n the listed categories
Category Advanced Directive EMS Certification Level Complication ECG Lead Device Event Type Waveform Graphic Type AED, Pacing, or CO2 Mode Type of Shock CO2, etCO2, or Invasive Pressure Monitor Units Cardiac Arrest Etiology Prior Aid Given Cardiac Arrest Estimated time of Arrest Prior to EMS Arrival	OK Cancel
Prior Aid Type Body Site of Injury Pre-Arrival Arrest Details Mechanism of Injury/Nature of Illness Complaint Reported by Dispatch Remove existing codes from selected categories	

11. Click **OK**.

A warning message appears, informing you that existing codes will be overwritten in nonmappable categories, and asking you whether you want to continue.

FIREHOU	JSE Software
?	WARNING: Existing codes will be overwritten in non-mappable categories. Continue with installation of NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS?
	Yes No

12. Click Yes.

A series of messages and progress bars appear as the codes are overwritten. When the process completes, another message box appears, informing you that the preset lookup setup set NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS installed successfully. It also informs you to map your existing codes to state export codes before you export your EMS incidents.

FIREHOL	USE Software
•	Preset lookup set NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS installed successfully. You need to map your existing codes to state export codes before you can export your EMS incidents. You may cancel out of this process and finish it later by using the 'Map Unmapped Export Codes' button at any time.
	OK

13. Click **OK**.

🗟 Code for Advanced I	Directive	×
Code	Description	
01	Do Not Resuscitate (DNR) Orders	
NFIRS Code	Export Code Date Added	
Group		
< None >		
Comments		
	<u>^</u>	
	×	
Hide this code	User Fields Save Cancel]

The Code for Advanced Directive dialog box appears.

- 14. (If necessary) From **Group**, select the appropriate group for the displayed existing code.
- 15. From **Export Code**, select the appropriate NEMSIS export code to correspond with the displayed existing code.
- 16. Click Save.

The dialog box refreshes so that you can map the next code.

17. Repeat steps 14-16 for the rest of the codes you need to map.

Note: If you must stop mapping codes in the middle of the process, click **Cancel**. You can re-enter the code mapping process by repeating steps 1-5, and then clicking **Map Unmapped Export Codes** to continue with the mapping process.

- 18. In the **Preset Lookup Sets EMS/Search & Rescue Incident Codes** dialog box, click **Close**.
- 19. In the Administrative Options dialog box, click OK.
- 20. Notify all FH users you have completed mapping the existing EMS codes to the NEMSIS code set, and that they may use EMS module again.
- 21. Continue with **Configure NEMSIS export options and medical devices class codes**, on page 28.

Replace your existing EMS codes with the NEMSIS code set

Do EMS incident records exist?	Then do this	
Yes	Continue with Archive your database, on page 19.	
Νο	Continue with Replace with code set codes , on page 23.	

Archive your database

WARNING: Before beginning, verify that all FH users are logged out, and that FH is not running. FIREHOUSE Software Database Archiver is run outside of FH.

1. Choose Start \rightarrow Programs \rightarrow FIREHOUSE Software \rightarrow FIREHOUSE Software Database Archiver.

The Login Required - FIREHOUSE Software dialog box appears.

- 2. (If the path in **Database** is not to your live database) Click the lookup button to the right of **Database** and use the **Select Directory** dialog box to navigate to the directory where your department's live database is located.
- 3. Enter the administrative username and password for FH in the Login Required FIREHOUSE Software dialog box, and then click OK.

The Create Data Archive - FIREHOUSE Software dialog box appears.

Create Data Archive - FIREHOUSE Software	
Data to Archive	
C:\FIREHOUSE Software\DemoData\	
Archive records dated on or before	
Last Calendar Year	
O Last Fiscal Year	
O Custom Date 12/31/2009	
Archive Database Name	
Arch2009	
Place the local archive and/or log in the following local directory	
C:\FIREHOUSE SOFTWARE\ARCHIVES\ARCH2009\	
Archive Options	
Delete Source Records after archive	
Skip records already in archive (if adding to existing archive)	
Select Modules OK	Cancel

- 4. Under **Archive records dated on or before**, select **Custom Date**, and then enter the current date in the field.
- 5. In Archive Database Name, type a name for the archive.
- 6. In **Place the local archive and/or log in the following local directory**, verify that the path is correct.

Note: If the path is incorrect, you can either click in the path field and type the correct path, or you can click the lookup button to the right of the field and navigate to the correct location as you did in step 2.

7. Under Archive Options, select Delete Source Records after archive.

Create Data Archive - FIREHOUSE Software	
Data to Archive	
C:\FIREHOUSE Software\DemoData\	
Archive records dated on or before	
O Last Calendar Year	
O Last Fiscal Year	
Custom Date 11/04/2010	
Archive Database Name	
Arch2009	
Place the local archive and/or log in the following local directory	
C:\FIREHOUSE SOFTWARE\ARCHIVES\ARCH2009\	
Archive Options Delete Source Records after archive Skip records already in archive (if adding to existing archive) Select Modules	Cancel

8. Click Select Modules.

The Select Modules to Archive - FIREHOUSE Software dialog box appears.

9. Click **Select None** to clear any existing selections.

10. Select EMS/Search & Rescue Incident Reports, and then click OK.

Select Modules to Archive - FIREHOU	SE Software			
NFIRS Incident Reports	Hydrant Activities			
EMS/Search & Rescue Incident Reports Department Events				
Dispatch & Remote Station Incident Reports				
Occupancy Inspections/Activities				
Occupancy Permits				
Training Classes				
Staff Activities				
Staff Member History				
Inventory Maintenance/Test				
Inventory Usage				
Select All Select None	ОК			

11. In the Create Data Archive - FIREHOUSE Software dialog box, click OK to start the archiving process.

Progress updates and a series of information dialog boxes appear on your screen. This process may take some time if you have many records or a large database.

Note: If error messages are shown during this process, contact FH[®] technical support.

The Archiving Complete dialog appears.

Archiving Complete		
?	Your archive is located in C: \FIREHOUSE SOFTWARE \ARCHIVES \ARCH2009 \. Would you like to view the log file?	

12. Click Yes.

A log file appears.

- 13. Check the log file for errors and warnings.
- 14. Choose File \rightarrow Exit to close the log file.

The Create Data Archive dialog box closes when the log file closes.

- 15. Verify that the EMS incidents deleted from your live database.
- 16. Create another backup of the database, as you did earlier.
- 17. Continue with Replace with code set codes, on page 23.

Replace with code set codes

Note:

- Users can log in and use the software during these steps, but the EMS module should not be accessed while you replace the existing EMS codes with the NEMSIS code set.
- You will need an FH administrator account to perform the steps below.
- (FH Enterprise) You must log into FH using an SQL administrator account for proper security access to the user field tables of the FH database.
 - 1. Notify all FH users not to use the EMS module until you have completed replacing the existing EMS codes with the NEMSIS code set.
 - 2. Log in to FH using an administrator account.
 - 3. Choose Administration \rightarrow Administrative Options.

The Administrative Options dialog box appears.

4. Click the Incident \rightarrow EMS/Search & Rescue \rightarrow State Reporting tabs.

Administrative Options			
License General Database Incident Occupancy Staff Inventory Hydrant Invoicing			
All Incidents NFIRS EMS/Search & Rescue Investigation Dispatch/Remote Station Report			
General Assessments & Treatments State Reporting Privacy and HIPAA NEMSIS			
The active EMS code set defines most of the lookup codes, rules and requirements that are used for EMS report data entry. It is recommended that you NOT mix reports entered under two different code sets in the same database. Click the button to change your active EMS code set only if you are setting up your system for the first time, or have archived reports previously entered. Change EMS Code Set			
Contract Co			
Additional State Reporting Requirements			
Require Crew Member Numbers			
OK Cancel			

5. Click Change EMS Code Set.

The Preset Lookup Sets - EMS/Search & Rescue Incident Codes dialog box appears.

6. Select NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS from the list, and then click Install.



A message appears asking if you would like to review the *NEMSIS Implementation and Installation Guide* prior to installation.



7. Click **No**, since you are already reading the *NEMSIS Implementation and Installation Guide*.

The Confirm EMS Code Set Change dialog box appears.



8. In the yellow field, type Yes and then click OK.

The Map Existing Codes or Replace All Codes dialog box appears.

🕷 Map Existing Codes or Replace All	Codes	\mathbf{X}
 Map Existing Codes (mappings must be Replace with Codeset Codes (old data) 	defined before you may become invalid	can export))
	ОК	Cancel

9. Select Replace with Codeset Codes (old data may become invalid), and then click OK.

If you have any EMS runs still in FH, the **Confirm EMS Code Change Set** dialog box appears. If this is a new installation of FH, or if you have deleted the source records, this dialog box does not appear.

🗱 Confirm EMS Code Set Change 🛛 💈		
WARNING! Please ARCHIVE your data		
There are EMS reports in your database which were entered using a different code set than the one you are installing. Code Descriptions for old incidents WILL be changed or lost!		
Changing the active EMS code set may render existing reports incomplete and/or invalidate coded fields or rules related to those records. Depending on the code set you are installing, some of your custom lookup table codes may also be removed.		
It is highly recommended that you archive your current EMS reports prior to making this change. This allows incidents based on the codeset to be removed from your current data, but still be available in an archive for historical reference.		
If you are certain you want to continue with this change, type the word "Yes" in the box below and click OK.		
If you have questions, make a backup and please call FIREHOUSE Software technical support prior to making this change.		
Type "Yes" below to confirm this change.		
OK Cancel		

10. In the yellow field, type Yes, and then click OK

The **Preset Lookup Categories - EMS/Search & Rescue Incident Codes** dialog box appears.

🗟 Preset Lookup Categories - EMS/Search & F	Rescue Incident Codes 🛛
The following lookup categories will be updated. Any existi will be deleted or overwritten.	ing codes in the listed categories
Category	
Advanced Directive EMS Certification Level Complication ECG Lead Device Event Type Waveform Graphic Type AED, Pacing, or CO2 Mode Type of Shock CO2, etCO2, or Invasive Pressure Monitor Units Cardiac Arrest Etiology Prior Aid Given Cardiac Arrest Estimated time of Arrest Prior to EMS Arrival Prior Aid Type Body Site of Injury Pre-Arrival Arrest Details Mechanism of Injury/Nature of Illness Complaint Reported by Dispatch	Cancel

11. Click OK.

A warning message appears, informing you that existing codes will be overwritten in selected categories, and asking you whether you want to continue.

FIREHOL	USE Software
?	WARNING: Existing codes will be overwritten in selected categories. Continue with installation of NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS?
	Yes No

12. Click Yes.

A series of messages and progress bars appear as the codes are overwritten. When the process completes, another message box appears, informing you that the preset lookup setup set NHTSA v2 Uniform Pre-Hospital Data Coll NEMSIS installed successfully.



- 13. Click **OK**.
- 14. In the **Preset Lookup Sets EMS/Search & Rescue Incident Codes** dialog box, click **Close**.
- 15. In the Administrative Options dialog box, click OK.
- 16. Notify all FH users you have completed mapping the existing EMS codes to the NEMSIS code set, and that they may use EMS module again.
- 17. Continue with **Configure NEMSIS export options and medical devices class codes**, on page 28.

Configure NEMSIS export options and medical devices class codes

1. Choose Administration \rightarrow Administrative Options.

The Administrative Options dialog box appears.

2. Click the Incident \rightarrow EMS/Search & Rescue \rightarrow NEMSIS tabs.

🖻 Administrative Options 🛛 🛛 🔀			
License Ge	neral Database Incident Occupancy Staff Inventory Hydrant Invoicing		
<u>All Incidents</u>	NFIRS EMS/Search & Rescue Investigation Dispatch/Remote Station Report		
General Assessments & Treatments State Reporting Privacy and HIPAA NEMSIS			
NEMSI NEM: NEM: Medical I	S Reporting Requirements SIS - Export only data elements required for the national database. NEMSIS Config Info SIS - Include patient confidential information in export. Devices Inventory Class		
Run XI	ML Validation on Each Incident		
Always Until Incidents have validated successfully Never			
FIREHOUSE Software can check an EMS incident against the NEMSIS standard XSD as soon as the incident is complete. This will catch almost all problems that may occur when creating the NEMSIS export while the person entering the data has the best ability to correct the problem. If the time to check the incident is incident while the person entering the data has the best ability to correct the problem. If the time to check			

 (Optional, if you are only reporting to the national reporting body and not to local agencies) Under NEMSIS - Reporting Requirements, select NEMSIS - Export only data elements required for the national database.

WARNING: Do not select **NEMSIS** - **Export only data elements required for the national database** if you are reporting to state and local agencies.

- 4. (If patient information is required for state reporting) Under **NEMSIS Reporting Require**ments, select **Include patient confidential information in export**.
- 5. Under **Run XML Validation on Each Incident**, select the option indicating how frequently you want incidents to be validated.

Tip: While validating each incident can extend the time it takes for the software to save each incident, it is much easier to correct problems if they are found during data entry.

6. (If it is not greyed out) For **Medical Devices Inventory Class**, in the yellow field, enter an existing code or a new code for medical device items in the Inventory module.

Note: Medical Devices Inventory Class is greyed out if your department has not purchased and activated the Inventory module in FH. If it is greyed out, skip this step and step 7 below.

- 7. (If you entered a new medical devices inventory code) Do the following:
 - a. Click the lookup button to the right of Medical Devices Inventory Class field.
 The Lookup Inventory Class Codes dialog box appears.

🗟 Lookup	Inventory Class Codes		
Code APPF	Description Apparatus - Fire		<u> </u>
APPR CMMD CYLI	Apparatus Rescue/EMS Command Vehicles Cylinder		New
ELEC EXTI HDTL	Electrical Equipment Extinguisher Hand Tools		Edit
HOSE INVN LADD	Hose/Fitting/Accessory Generalized Inventory Ladders and Belated Equipment		
PAGE PIKE PPF	Pagers Pike Pole Personal Protective Equipment		Merge
PUMP RESC	Pump Rescue Equipment		<u>G</u> roups
SCBA	SCBA Equipment		
1000			
Show Hide	en Codes	Default Sort by Description	
			ОК
			Cancel

b. Click New.

The Code for Inventory Class Codes dialog box appears.

🗟 Code for Inventory Class Codes 🛛 🛛 🔀			
Code	Description		
Group			
< None >	<u>.</u>		
Comments			
			<u>^</u>
			~
Hide this code	User Fields	Save	Cancel

- c. In **Code**, enter a unique code.
- d. In **Description**, enter a description for the code.
- e. Click Save.
- f. In the Lookup Inventory Class Codes dialog box, select the new code you created.
- g. Click OK.

The code you created and its description appears in the **Administrative Options** dialog box, in **Medical Devices Inventory Class**.

8. In the Administrative Options dialog box, click OK.

9. (If necessary) Update each record in the Inventory module to include the new medical device inventory class codes.

Tip: Code any inventory item or device used for monitoring or administering patient care as a medical device in Inventory.

a. On the FH main toolbar, click Inventory.

The Inventory dialog box appears.

and Inventory			
Description	Inventory ID	Linked to Inventory ID	Station Unit
Basic Specs Maintenance/Test Usage/Purchasing	Linked Inventory	Other	
Staff ID H	14 14	14	
	l and the second second		
	Location		
Vendor	Inventory Cla	B\$\$	
Purchasing/Replacement		Manufacturer	
Purchase Date Original Cost Annual Rep	pl Cost Date Received	Make	Model
Replacement Data Est Replace Cast Hr/Unit Cas	et Placed in Servi		
			narno
Miscellaneous Last Meter Readin	ng Last Mainte	enance/Test	
Generic Equipment Date	Date	Mileage	Hours
Hide Equipment in Lookups	ioh f oda		
Quantity Unit			
14 4 🕨 🕅 🗋 New 🚒 B	rowse 🔚 Save	🗙 Delete 🛛 🚭	Print De Close

b. At the bottom of the dialog box, click **Browse**.

A **Query** or **Find** dialog box appears, depending on what query is set as the default in your installation of FH.

c. Use the dialog box to select an inventory record.

The **Inventory** dialog box populates with data.

- d. In **Inventory Class**, enter a medical device inventory code or use the lookup ... button to select a medical device inventory code.
- e. Click Save.
- f. Repeat steps b-e for any other medical device items that use the new medical device inventory class codes you created.
- 10. Do one of the following:

lf you	Then do this
Mapped your existing EMS codes to the NEMSIS code set	Continue with Add or update codes in lookup tables, on page 31.
Replaced your existing EMS codes with the NEMSIS code set	Continue with Update EMS service numbers , on page 33.

Add or update codes in lookup tables

Note: If you replaced your existing EMS codes with the NEMSIS code set, skip the steps below and go to **Update EMS service numbers**, on page 33.

When you decided to map your existing EMS codes to the NEMSIS code set, no new NEMSIS codes are added to your lookup tables. Now you need to manually add these lookup codes, so that they are available during data entry.

1. Choose **Tools** \rightarrow **Lookup Tables**.

The Lookup Tables dialog box appears.

🗟 Lookup Tables	
 Incident Report Codes Occupancy Management Codes Staff Activity and Training Codes Equipment and Inventory Codes Hydrant Management Codes Invoicing and Accounts Receivable Codes System-Wide Codes User-Defined Field Codes 	Setup Options

2. Expand Incident Report Codes \rightarrow EMS/Search & Rescue Incident Report Codes, and then highlight Agency Time Zone.

Caution: Be careful to highlight **Agency Time Zone** with a single left-mouse click. If you double-click the option, the lookup dialog box that appears does not allow you to add or update preset codes.

3. Click **Options** \rightarrow **Install Export EMS/Search & Rescue Incident Codes**.



The Preset Lookup Codes - Agency Time Zone dialog box appears.

4. Select the appropriate codes for your area, and then click **OK**.

ı want to
elect All
BIECCAI

- 5. In the Lookup Tables dialog box, scroll down and highlight Organizational Status.
- 6. Click Options \rightarrow Install Export EMS/Search & Rescue Incident Codes.

The Preset Lookup Codes - Organizational Status dialog box appears.

7. Select the appropriate codes for your area, and then click **OK**.

Reset Lookup Codes -	Organizational Status	×
Codes in this category can be se install on your system.	electively installed. Please highlight the	codes you want to
Description	Code	Select All
Mixed	5870 🔺	
Non-Volunteer	5880	
Volunteer	5890	

- 8. In the Lookup Tables dialog box, highlight Organizational Type.
- Click Options → Install Export EMS/Search & Rescue Incident Codes.
 The Preset Lookup Codes Organizational Type dialog box appears.
- 10. Select the appropriate codes for your area, and then click **OK**.

🗟 Preset Lookup Codes - Org	anizational Type	
Codes in this category can be selecti install on your system.	vely installed. Please highlight	the codes you want to
Description	Code	Select All
Community, Non-Profit	5810	
Fire Department	5820	
Governmental, Non-Fire	5830	
Hospital	5840	
Private, Non_Hospital	5850	
Tribal	5860	

- 11. Click Close.
- 12. Continue with Update EMS service numbers, on page 33.
Update EMS service numbers

- Choose Tools → Lookup Tables.
 The Lookup Tables dialog box appears.
- 2. Expand Incident Report Codes → EMS/Search & Rescue Incident Report Codes.
- 3. Select EMS Service Numbers, and then click Setup.

The Lookup - EMS Service Numbers dialog box appears.

🗟 Lookup	EMS Service Numbers	
Code 10137	Description Butler Fire Department	<u> </u>
10151 10182	Liteline Ambulance Service Flight Ambulance Service	New
		Merge
		<u>G</u> roups
Show Hide	den Codes 📃 Defaul	t Sort by Description
		Close

4. From the list, select an EMS service number, and then click Edit.

The Code for EMS Service Numbers dialog box appears, set to the General tab.

🗟 Code for EM	S Service Numbers	
Agency Number	Agency Name Butler Fire Department cts History/Statistics Notes	National Provider Identifier Status / Date
Counties Serve	ed (FIPS)	Time Zone Daylight Savings
Primary Service	;] [ypes	Bills for Service
Level of Service	• •	Organizational Type Organizational Status
EMD Vendor		
Hide this code		User Fields Save Cancel

- 5. Verify that the information in the following fields is correct, and edit if necessary:
 - Under Status / Date, the Active checkbox and the date in the date field.

Note: If the **Status / Date** field is disabled (grayed out), this EMS service number is associated with the central station code, and the **Status / Date** information is not needed.

- Counties Served (FIPS)
- Time Zone
- Level of Service
- Organizational Type
- Organizational Status
- 6. Click the Contacts tab.

Code for EMS Service Nun	ibers			
igency Number Agency M 10137 Butler Fi	lame re Department	National Provide	er Identifier Status	/Date
General Contacts History/Stat	istics <u>N</u> otes			
Agency Contact		Medical Director		
First Middle	Last	First	Middle La:	st
Address		Address		
City	State ZIP Code	City	Stat	e ZIP Code
Phone Fax		Phone	Fax	
E-Mail		E-Mail		Specialty
Agency Website				
Hide this code		<u>U</u> ser Field	s Sav	/e Cancel

- Under Agency Contact, in ZIP Code, verify that the information is correct, and edit if necessary.
- 8. Click Save.
- In the Lookup EMS Service Numbers dialog box, for the remaining EMS service numbers in the list, repeat steps 4-8.
- 10. In the Lookup EMS Service Numbers dialog box, click Close.
- 11. In the Lookup Tables dialog box, click Close.
- 12. Continue with Update city codes, on page 35.

Update city codes

- Choose Tools → Lookup Tables.
 The Lookup Tables dialog box appears.
- 2. Expand System-Wide Codes \rightarrow Cities, States and ZIP Codes.
- 3. Select Cities, States and ZIP Codes, and then click Setup.

The Lookup - Cities, States and ZIP Codes dialog box appears.

🗟 Lookup - Citie	s, States	and ZIP Co	des		×
City Butler	State PA	Zip 16001	Area	Fips Code	Eind
Camp Hill Harrisburg Meridian	PA PA PA	18554-0588 16564-0255 16003	717 717		New
Unionville	PA	16008			Edit
					Delete
					Merge
					<u>G</u> roups
Show Hidden Coo	des			Default Sort by Description	
8					
				<u> </u>	Close

- 4. For each city listed in the dialog box, check its FIPS city code in the **Fips Code** column.
- 5. (If you see a blank field or an error in the FIPS code for a city) Do the following.
 - a. From the list, select the city, and then click **Edit**.

The Code for Cities, States and ZIP Codes dialog box appears.

🗟 Code for Cities, States and ZIP Codes	
City Butler	State ZIP Code PA 16001
Area Code FIPS City Code	
< None >	
Comments	-
	~
Hide this code	Save Cancel

- b. In FIPS City Code, edit the value as needed.
- c. Click Save.
- For all the cities in the Lookup Cities, States and ZIP Codes dialog box, repeat steps 4-5.
- 7. In the Lookup Cities, States and ZIP Codes dialog box, click Close.
- 8. In the Lookup Tables dialog box, click Close.
- 9. Continue with Update unit codes, on page 37.

Update unit codes

- Choose Tools → Lookup Tables.
 The Lookup Tables dialog box appears.
- 2. Expand System-Wide Codes.
- 3. Select **Units**, and then click **Setup**.

The Lookup – Units dialog box appears.

🗟 Lookup -	Units				×
Code A6-1	Descript Ambulance F	Type Em	s Type Fdid 20007		<u> </u>
CH-1 E6-1 E6-2	Chief's Car Engine 6-1 Engine 6-2	92 11 11	20007 20007 20007 20007		New
L6-1 T6-1	Ladder 6-1 Tanker 6-1	12 14	20007 20007		Edit
					Delete
					Merge
					<u>G</u> roups
Show Hidd	en Codes			Default Sort by Description	
				<u>~</u>	
				 ⊻	Close

4. From the list, select a unit code, and then click **Edit**.

The Code for Units dialog box appears, set to the Fire/General tab.

🖻 Code for Units		
Code	Description	
A6-1	Ambulance 6	
Group		
< None >		
Comments		
Fire/General EMS		10
NFIRS Resource Type	FDID Date In Service	
76 ALS unit	20007 / / Active Unit	
VIN Number	Original Cost Year	
Hide this code	User Fields Save Cance	*

5. (If a VIN number is not present in **VIN Number**) Do one of the following:

Is the unit code associated with an apparatus record in the Inventory module?	Then do this
Νο	In VIN Number , type the VIN number associated with the unit.
Yes	Do one of the following:
	In VIN Number , enter a VIN Number in this Unit code record.
	• Confirm that the VIN number has been entered on the Basic tab of each apparatus record in the Inventory module.

- 6. In **NFIRS Resource Type**, notice the code that appears.
- 7. Click the **EMS** tab.
- 8. In **NEMSIS Resource Type**, enter a value if either of the following cases are true:
 - The code in NFIRS Resource Type was 75 (BLS Unit) or 76 (ALS Unit).
 - The unit may be assigned to a patient record.
- 9. Click Save.
- 10. In the Lookup Units dialog box, for the remaining units in the list, repeat steps 4-9.
- 11. In the Lookup Units dialog box, click Close.
- 12. In the Lookup Tables dialog box, click Close.
- 13. Continue with Update station codes, on page 39.

Update station codes

- Choose Tools → Lookup Tables.
 The Lookup Tables dialog box appears.
- 2. Expand System-Wide Codes.
- 3. Select **Stations**, and then click **Setup**.

The Lookup – Stations dialog box appears.

🗟 Lool	kup - Stat	ions							×
Code 1-0	Fdid Sei	rvice 137	Descript Main Station - Admir	District County	Township				Eind
6-1 6-2	20007 101 2 20007 101	137 137	Main Station 8th Street Station	BUTL BUTL					New
									<u>E</u> dit
									Delete
									Merge
									Groups
Show	v Hidden Co	des				Def	ault Sort by Desc	ription	
								^	
								~	Close

- 4. For each station listed in the dialog box, check the station's EMS service number in the **Service** column.
- 5. (If you see a blank field or an error in the EMS service number for a station) Do the following.
 - a. From the list, select a station code, and then click Edit.

The Code for Stations dialog box appears.

🗟 Code for Stations			X
Code	Station Name	FDID	EMS Service#
1.0	Main Station - Admin	20007	10137
Number Prefix Street	/Highway	Type Suffix	
108 3rd		ST	Central Station
Address 2			Zone
City	State ZIP Code C	ounty FIPS County	Township District
Butler	PA 16001 F	BUTL 🛄 42019 🛄	
Check this box if this is a Der	partment of Defense station		
Phone Numbers		E-Mail/Internet Addres	292
Type ? Phone Numbe	er Extension 🔼 🕂	Address	▲ (+)
WORK 515-288-5717	7 -		E
FAX 515-288-4825	5		
	↑		$[\uparrow]$
Group		Latitude	
< None >			
Division		Battalion	
Comments			
	ſ	User Fields	Save Cancel
Hide this code	l		

- b. In **EMS Service #**, edit the value as needed.
- c. (If **Central Station** is selected in the upper right corner) Verify that all required (highlighted) fields have values.
- d. Click Save.
- In the Lookup Stations dialog box, for the remaining stations in the list, repeat steps 4-5.
- 7. In the Lookup Stations dialog box, click Close.
- 8. In the Lookup Tables dialog box, click Close.
- 9. Continue with **Update destination facilities codes**, on page 41.

Update destination facilities codes

- 1. Choose **Tools** \rightarrow **Lookup Tables**.
- 2. Expand Incident Report Codes \rightarrow EMS/Search & Rescue Incident Report Codes \rightarrow Transport Codes.
- 3. Select Transport Destinations/Facilities, and then click Setup.

The Lookup – Transport Destinations/Facilities dialog box appears.

🗟 Lookup -	Transport Destinations/Facilities		
Code AMH	Description Allegheny Memorial Hospital		<u>E</u> ind
BMC	Butler Medical Center		New
			Edit
			Delete
			Merge
			Groups
Show Hidde	en Codes	Default Sort by Description	
		<u>^</u>	
		<u>.</u>	Close

4. From the list, select a transport destination/facility code, and then click **Edit**.

The Code for Transport Destinations/Facilities dialog box appears.

🗟 Code for Transpor	rt Destinations/Facilities	
Code	Facility Name	Туре
AMH	Allegheny Memorial Hospital	
Street Address		Contact Name
		Phone Numbers
Citu	State ZIP Code	Type ? Phone Number Extension A +
County Zone	Latitude/Longitude	•
Group		E-Mail/Internet Addresses
< None >	~	Address
Comments		
	<u>~</u>	↑
	×	Status / Date Active / /
Hide this code		User Fields Save Cancel

- 5. In **Type**, verify that the transport destination has a NEMSIS destination type specified.
- 6. In the lower right corner of the dialog box, under **Status / Date**, verify that **Active** is selected, and that a date is specified in the field to the right of **Active**.
- 7. Click Save.
- 8. In the **Lookup Transport Destinations/Facilities** dialog box, for the remaining transport destinations/facilities in the list, repeat steps 4-8.
- 9. In the **Lookup Transport Destinations/Facilities** dialog box, click **Close**.
- 10. In the Lookup Tables dialog box, click Close.
- 11. Continue with **Update medication codes (demographic)**, on page 43.

Update medication codes (demographic)

- 1. Choose **Tools** \rightarrow **Lookup Tables**.
- 2. Expand Incident Report Codes \rightarrow EMS/Search & Rescue Incident Report Codes \rightarrow EMS Clinical Codes.
- 3. Select Medication Codes, and then click Setup.

The Lookup - Medication Codes dialog box appears.

🗟 Lookup - Medication Codes	X
Code Descript Fee Dosage	Eind
	New
	<u>E</u> dit
	Delete
	Merge
	<u>G</u> roups
Show Hidden Codes Default Sort by Description	
<u> </u>	
⊻	Close

4. From the list, select a medication code, and then click Edit.

The Code for Medication Codes dialog box appears.

🗟 Code for Medication Codes		
Code	Description	Default Fee
		\$0.00 😂
Default Dosage		
Measure Units	Route	
Text Description and Other Instruction	15	
Group	Expor	t Code
< None >		×
Comments	Authorized Personnel and Status	
	Code ? Description	Status Status Date 🔺 🕂
Hide this code	User Fields	Save Cancel

5. Under Authorized Personnel and Status, to the right of the grid, click the add + button.

A new row appears at the top of the grid under Authorized Personnel and Status.

A	Authorized Personnel and Status					
	Code	?	Description	Status	Status Date	~
,)	А	11	
ľ	20					
						~

6. In the highlighted cell in the **Code** column, enter the appropriate EMS certification level code of the authorized personnel, or use the lookup ... button and select the code from the list that appears.

The row in the grid populates with data for that code.

Authorized Personnel and Status

Code	?	Description	Status	Status Date	^
6090)	EMT Basic	A	11	
	<u> </u>				
					~

- 7. In the Status column, enter an A for "Active" or an I for "Inactive."
- 8. In **Status Date** column, enter the date of the status.

A	utho	rized Personnel a	and Status		
	?	Description	Statu	s Status Date	~
)	EMT Basic	A	11/11/2010	
			1		
			j.		~

- 9. For each type of personnel authorized to administer the medication, repeat steps 5-8.
- 10. Click Save.
- 11. For the remaining medications in the list, repeat steps 4-10.
- 12. In the Lookup Medication Codes dialog box, click Close.
- 13. In the Lookup Tables dialog box, click Close.
- 14. Continue with Update procedure codes (demographic), on page 45.

Update procedure codes (demographic)

1. Click **Tools** \rightarrow **Lookup Tables**.

The Lookup Tables dialog box appears.

- 2. Expand Incident Report Codes \rightarrow EMS/Search & Rescue Incident Report Codes \rightarrow EMS Clinical Codes.
- 3. Select Procedure Codes, and then click Setup.

The Lookup – Procedure Codes dialog box appears.

ode	Descript	Fee	~		Find
00.01	Pulse/Oximeter	0			<u>r</u> inu
00.02	Glucometer	0		10	
00.03	Needle Thoracotomy	0			New
00.04	Esophageal Airway	0			
00.05	Short Spine Board (KED)	0			
00.06	Monitoring a Medicated IV	0			<u>E</u> dit
01	Assisted ventilation	0			
02	Bleeding controlled	0			Delete
03	Blood Glucose Level (BGL) check	0			Delete
04	Cardiopulmonary resuscitation	0		6	
05	Central Vein IV	0			Merce
06	Cervical Collar	0			<u></u>
07	Chest decompression	0		I C	
08	Cricothyrotomy	0			<u>G</u> roups
09	ECG monitoring	0		6	
10	EGTA/EOA/PTL/CombiTube	0			
11	Endotracheal Intubation	0			
12	External defibrillation (includes auto)	0			
13	Immobilization - extremity	0			
14	Intraosseous catheter	0	×	•	
Show Hidde	en Codes		Default Sort by Descriptio	n	
				-	

4. In the list, select a procedure code, and then click Edit.

🗟 Code for Procedure Codes						×
Code	Description CNS Catheter-Epid	ural Mainten	ance		Default Fee \$0	.00 🜲
Group < None >					Export Code	•
Comments		Authorized P	ersonnel and Status			
		Code	? Description	Status	Status Date	 +++ +++ +++ +++ +++ +++ ++++ ++++ ++++ ++++ ++++ ++++ +++++ +++++ ++++++ ++++++++ ++++++++++++++++++++++++++++++++++++
Hide this code		<u>U</u> ser I	Fields	Save	Car	ncel

5. Under Authorized Personnel and Status, to the right of the grid, click the add + button.

A new row appears at the top of the grid under Authorized Personnel and Status.

A	uthorized	Pers	onnel and Status			
	Code	?	Description	Status	Status Date	~
,				A	11	

		-				
						~

6. In the highlighted cell in the **Code** column, enter the appropriate EMS certification level code of the authorized personnel, or use the lookup ... button and select the code from the list that appears.

The row in the grid populates with data for that code.

Authorized Personnel and Status

Code	?	Description	Status	Status Date	^
6090)	EMT Basic	A	11	
	<u> </u>				
					~

- 7. In the **Status** column, enter an A for "Active" or an I for "Inactive."
- 8. In **Status Date** column, enter the date of the status.

A	utho	rized Personnel a	and Status		
	?	Description	Statu	is Status Date	~
)	EMT Basic	A	11/11/2010	
					~

- 9. For each type of personnel authorized to administer the procedure, repeat steps 5-8.
- 10. Click Save.
- 11. For the remaining procedures in the list, repeat steps 4-10.
- 12. In the Lookup Procedure Codes dialog box, click Close.
- 13. In the Lookup Tables dialog box, click Close.
- 14. Continue with Update protocols used codes (demographic), on page 47.

Update protocols used codes (demographic)

- 1. Choose **Tools** \rightarrow **Lookup Tables**.
- 2. Expand Incident Report Codes \rightarrow EMS/Search & Rescue Incident Report Codes \rightarrow EMS Clinical Codes.
- 3. Select Protocols Used, and then click Setup.

The Lookup - Protocols Used dialog box appears.

🗟 Lookup - Protocols Used	
Code Description	Eind
	New
	Edit
	Delete
	Merge
	<u>G</u> roups
Show Hidden Codes Default Sort by Description	on
8	
	Close

4. From the list, select a protocols used code, and then click Edit.

The Code for Protocols Used dialog box appears.

Code for Protocols Used						×
Code 6720	Description Abdominal Pain					
< None >					Export Cod	e 💙
Comments		Authorized F	ersonnel and S	tatus		
		Code	? Description	status	Status Date	▲ +++
	~					- - -
Hide this code		User	Fields	Save	Ca	ncel

Under Authorized Personnel and Status, to the right of the grid, click add +.
 A new row appears at the top of the grid under Authorized Personnel and Status.

	Code	?	Description	Status	Status Date	^
•)	A	11	
		_				_
2						
						¥

6. In the highlighted cell in the **Code** column, enter the appropriate EMS certification level code of the authorized personnel, or use the lookup ... button and select the code from the list that appears.

The row in the grid populates with data for that code.

	Code	? Description	Status Status Date	^
•	6090	EMT Basic	A 7.7]
_				-
		2 2		-

- 7. In the Status column, enter an A for "Active" or an I for "Inactive."
- 8. In **Status Date** column, enter the date of the status.

	?	Description	Statu	is Status Date	^
•)	EMT Basic	A	11/11/2010	
	_		-		_
					~

- 9. For each type of personnel authorized to administer the protocol, repeat steps 5-8.
- 10. Click Save.
- 11. For the remaining medications in the list, repeat steps 4-10.
- 12. In the Lookup Protocols Used dialog box, click Close.
- 13. In the **Lookup Tables** dialog box, click **Close**.
- 14. Do one of the following:

lf you	Then do this
Mapped your existing EMS codes to the NEMSIS code set	Continue with Resolve invalid structures , on page 49.
Replaced your existing EMS codes with the NEMSIS code set	Continue with Set up staff member inform- ation, on page 51.

Resolve invalid structures

Note: You only need to do the steps below if you mapped your existing EMS codes to the NEMSIS code set. If you replaced your existing EMS codes with the NEMSIS code set, skip this topic and go to **Set up staff member information**, on page 51.

If you had created groupings in your EMS lookup tables for your existing codes, those groupings are now invalid structures in the NEMSIS code structure. To permit incident records containing these codes to export, the codes must be moved into the new, pre-defined NEMSIS groups.

1. Choose **Tools** \rightarrow **Lookup Tables**.

The Lookup Tables dialog box appears.

- 2. Expand Incident Report Codes \rightarrow EMS/Search & Rescue Incident Report Codes.
- 3. Select Agency Medical Director Speciality, and then click Setup.

The Lookup - Agency Medical Director Speciality dialog box appears.

4. Check to see if **_INVALID_** appears in the list.

🗟 Lookup - Ager	ncy Medical Director Specialty		×
Code	Description		Find
IINVALID_	<invalid structure=""></invalid>		New
			Edit
			Delete
			Merge
			<u>G</u> roups
Show Hidden Co	des	Default Sort by Description	
			Close

5. Do one of the following:

Does _INVALID_ appear?	Then do this					
No	Click Close .					
Yes	Resolve the invalid structures with the steps below.					
	1. Expand _INVALID					
	 (If groups appear below _INVALID) Expand a group below _INVALID 					
	 Select a lookup table, and then click Edit. The Code dialog box for that table appears. 					

Does _INVALID_ appear?	Then do this
	 Code for Code for Description Bi FIRS Code Export Code Date Added 77 Group Formula Image: Save Cancel Image: Save Cancel Image: Save Cancel Save Cancel Cancel
	Note: Once you have moved all the lookup tables in a group under _INVALID_ to a valid group, the group under _INVALID_ . no longer expands.
	7. In the Lookup dialog box for the lookup table, click Close .
	8. (Optional) In the Lookup Tables dialog box, select the lookup table again and select Edit to verify that _INVALID_ is gone.

- 6. Repeat steps 4-6 for the rest of the lookup tables listed before the **EMS Clinical Codes** group.
- 7. For each of the groups listed under **EMS/Search & Rescue Incident Report Codes**, expand the group and repeat steps 4-6 for each of the lookup tables listed within the group.

Note: You do not need to expand **Nemsis Pre-Defined User Fields** and perform steps 4-6 on the lookup tables in that group.

- 8. In the **Lookup Tables** dialog box, collapse **Incident Report Codes**.
- 9. Expand Staff Activity and Training Codes \rightarrow Staff Member Codes.
- 10. For EMS Certification Level and EMS Employment Status, repeat steps 4-6.
- 11. In the Lookup Tables dialog box, click Close.
- 12. Continue with **Set up staff member information**, on page 51.

Set up staff member information

1. In the main FH toolbar, click Staff.

The Staff dialog box appears, open to the Basic tab.

2. In **Last** and **First**, enter a staff member's last and first name to access their staff record. The fields populate with data for that staff member.

ist	First	Middle	Suffix	Staff ID	Alternate ID
lavidson	Wendy	С		29-WCD	
asic <u>C</u> ontacts Acti <u>v</u> itie	s Training Additional R	ecords <u>N</u> otes <u>C</u>	Ither		
Residence Address Street		Miles to 1	Station	FDID EMS Servi 20007 10137	ice# Station Shift
969 Franklin Street			3.00 🤤	Unit Rank	Effective Date
City	Stat	e ZIP Code		Status	Effective Date
Butler	PA	16001		AC Active	05/18/1991
Date of Birth Hire [08/21/1958 05/1	Date Adjusted Hi 8/1991 / /	re Date End Servi	ce Date C	areer/Volunteer 1 Career	Current Age 52 Years of Service 19.46
Other Stations			Phone Num	nbers E-Mail/Internet Add	Iresses
Code ? Descript	on	- +	Туре	? Phone Number	Extension 🔺 🕂
		++	HOME	412-369-5522	
			FAX	412-369-5523	

- 3. In **Hire Date**, verify that a date is entered, or enter it if necessary.
- 4. Click the Additional Records tab.

🖊 Staff - Davidson, Wendy C						
Last	First	Middle	Suffix	Staff ID	Alt	ernate ID
Davidson	Wendy	С		29-WCD		
Basic Contacts Activities Trai	ning Additional Rec	ords Notes	Other			
	₹ 5		Ither <u>H</u> istory			
			Equipment			
	v 1		A <u>v</u> ailability			
		<u>A</u>	dministrative			
	V 1		<u>S</u> chedules			
			User Setup			
	<u>ک</u> New	Browse	Save	X Delete	Print	⊘ Cancel

5. Click Administrative.

The Administrative Information dialog box appears.

6. Click the **EMS** tab.

Administrative Information					×
Basic EMS Notes					
Personnel					
EMS Certification #	EMS Certification Expires	Initial Certification	n Date		
1254687	11	11			
State EMS Certification Level	Current	Certification Date	National Registry		
	11			•	
Total length of EMS Length of S	ervice				
Service (years) Date Docu					
Personnel at Agency					
EMS Employment Status		Status Date			
		11			
Agency Certification Level		Date Certifi	caiton Achieved		
		//			
			Save		D+ Close
				, Pelete	4- Cibse

- 7. Under **Personnel**, in **EMS Certification #**, verify that the staff member's EMS certification number is entered, or enter it if necessary.
- (If your state requires staff member EMS certification levels and certification numbers) In Initial Certification Date and Current Certification Date, verify that the staff member's certification dates are entered, or type them in their fields.
- 9. Click Save.
- 10. Click Close.
- 11. In the **Staff** dialog box, click **Save**.
- 12. Click Close.
- 13. For each EMS staff member, repeat steps 1-12.
- 14. Continue with Add additional user fields, on page 53.

Add additional user fields

Local or state agencies may require some NEMSIS fields which exist in FH as pre-defined (PD) user fields.

Note: To determine if you need to add additional user fields, contact your state EMS agency to verify if additional fields are required. If you do not need to add additional user fields, skip the steps below and continue with **Install NEMSIS patient and demographic export utilities**.

1. Choose Administration \rightarrow User-Defined Fields.

The User-Defined Fields Setup dialog box appears.

User-Defined Fields Setup	
 NFIRS Incident Reporting EMS/Search & Rescue Incident Reporting Occupancy & Inspection Management Staff Management Training Classes & Programs Staff Scheduling Apparatus, Equipment and Inventory Hydrant Management Invoicing and Accounts Receivable Department Journal, Events and Station Mgmt 	<u>S</u> etup

2. Expand NFIRS Incident Reporting, select Responding Unit User Fields, and then click Setup.

The **Responding Unit User Fields** dialog box appears, with the **User Fields Toolbar** over it.

	Responding Unit User Fields			
User Fields Toolbar				
		Save	X Delete	¶ t Cancel

- 3. (If necessary) Move the User Fields Toolbar, so that it is not blocking access to the **Page1** tab in the **Responding Unit User Fields** dialog box.
- 4. In the User Fields Toolbar, click PD.

5. In the **User-Defined Fields Setup** dialog box, click the **Page1** tab.

The Select Field to Add dialog box appears.

Ħ Select Fie	ld to Add
Table Name	Responding Unit User Fields
E2.14 Vehicle E2.13 Vehicle E2.15 Vehicle E2.15 Vehicle	Dispatch Zone Dispatch Location Initial GPS Location - Lat Initial GPS Location - Lon
	~
	×
	OK Cancel

6. Select the name of the user field you want to add, and then click **OK**.

The User-Defined Field Properties dialog box appears.

User-Defined Field Properties	ies 🛛 🔀
Field Bules Control Field Name Caption NEMS_DISP_LOC Dispatch Data Type Length Character 30	Formatting Custom Decimals Alpha Only 0 Force Upper Case Right Align Text
Status Bar Message E2.13 Vehicle Dispatch Location	Format as Time
Lookup Category	Control Type Text Box

- 7. Verify that the information in the dialog box is correct, and edit it if necessary.
- 8. Click **OK**.
- 9. Repeat steps 4-8 for each of the responding unit user fields you want to add.

10. In the **Responding Unit User Fields** dialog box, click **Save**.

The **Confirm Update - Responding Unit User Fields** dialog box appears, displaying the user fields you added.

💷 Confirm Update - Responding Unit User Fields 🛛 🛛 🕅						
The following changes will be applied to the user field table. To continue with this update, select OK, otherwise select Cancel.						
Action	Field Name	Туре	Length	Decimals		
Add	NEMS_DISP_LOC	С	30	0	^	
Add	NEMS_GPSIN_LAT	N	11	6		
Add	NEMS_GPSIN_LONG	N	11	6		
	Confirm U The following of select OK, othe Action Add Add Add	Confirm Update - Responding Unit The following changes will be applied to the us select OK, otherwise select Cancel. Action Field Name Add NEMS_DISP_LOC Add NEMS_GPSIN_LAT Add NEMS_GPSIN_LONG	Confirm Update - Responding Unit User Fiel The following changes will be applied to the user field table. select OK, otherwise select Cancel. Action Field Name Type Add NEMS_DISP_LOC C Add NEMS_GPSIN_LAT N Add NEMS_GPSIN_LONG N	Confirm Update - Responding Unit User Fields The following changes will be applied to the user field table. To continue v select OK, otherwise select Cancel. Action Field Name Type Length Add NEMS_DISP_LOC C 30 Add NEMS_GPSIN_LAT N 11 Add NEMS_GPSIN_LONG N 11	Confirm Update - Responding Unit User Fields The following changes will be applied to the user field table. To continue with this update select OK, otherwise select Cancel. Action Field Name Type Length Decimals Add NEMS_DISP_LOC C 30 0 Add NEMS_GPSIN_LAT N 11 6 Add NEMS_GPSIN_LONG N 11 6	

11. Click **OK**.

The Confirm Update - Responding Unit User Fields dialog box, Responding Unit User Fields dialog box, and User Fields Toolbar all automatically close, leaving the User-Defined Fields Setup dialog box accessible again.

12. Repeat the process described in steps 2-11 for the remaining user fields:

User fields	In the dialog box, expand and select
Staff Activity Participant	Staff Management $ ightarrow$ Staff Activity Participant User Fields
Incident	EMS/Search & Rescue Incident Reporting \rightarrow EMS/Search & Rescue Incident User Fields
Patient Procedures	EMS/Search & Rescue Incident Reporting \rightarrow EMS/Search & Rescue Patient Procedures User Fields
Patient/Victim	EMS/Search & Rescue Incident Reporting \rightarrow EMS/Search & Rescue Patient/Victim User Fields
Patient/Access/Vitals	EMS/Search & Rescue Incident Reporting → EMS/Search & Rescue Patient/Access/Vitals User Fields

A comprehensive list of FH pre-defined user fields is available in **Appendix: Listing of FH predefined user fields**, on page 68.

- 13. In the User-Defined Fields Setup dialog box, click Close.
- 14. Continue with Install NEMSIS patient and demographic export utilities, on page 56.

Install NEMSIS patient and demographic export utilities

1. Obtain the NemsisDemographicExport.FHz and NemsisPatientExportv2.FHz files in one of the following ways:

From this loc- ation	Do this
FIREHOUSE Software 7 installation CD	Note: If possible, obtain these files from the FIREHOUSE Software web site, as newer versions of the files may be available.
	1. Open the State folder.
	 Copy NemsisDemographicExport.FHz and NemsisPatientExportv2.FHz.
	3. On your hard drive, paste the two . ${\tt FHz}$ files.
FIREHOUSE Software web site	 In a web browser, go to <u>http://www.firehousesoftware.com/download/</u> <u>NemsisPatientExportv2.FHz</u>. The File Download dialog box appears.
	Caution: Do not click Open in the dialog box.
	 Click Save. The Save As dialog box appears.
	3. Navigate to the location on your hard drive where you want to save the file.
	4. In File name, change the extension of the file from .zip to .FHz.
	WARNING: It is very important to change this file extension to . FHz , for FH to recognize the file. You do not need to unzip this file after it is downloaded.
	5. In Save as type, select All Files.
	6. Click Save .
	The Download Complete dialog box appears.
	7. Click Close.
	8. In a web browser, go to http://www.firehousesoftware.com/dwnld/ NemsisDemographicExport.FHz.
	9. Repeat steps 2-6 to download the next . ${\tt FHz}$ file.

- 2. (FH Enterprise) Verify that the user name and password for Remote Connection Configuration is for a SQL administrator account.
- 3. Log into FH as an administrator.
- 4. Choose Administration \rightarrow Install New or Updated Components.

The Install New or Updated Features dialog box appears.

FH Install New or Updated Features	×
This utility will add new or updated components to your FIREHOUSE Software system.	
Select the Items to Install	
The set of the last set of the set of the set of the first set of the set of	
items listed in bold text already exist in the system and will be overwritten with new definitions if they remain checked.	
Install Method	
 Replace existing components with new or updated components 	
Merge new or updated components with existing components	
	-
Select All Unselect All OK Cancel	

5. Click Install From.

The Select File dialog box appears.

Select File			? 🛛
Look in:	C FIREHOUSE Software	~	G 🏚 📂 🖽 -
My Recent Documents Desktop My Documents	archives Backup Bin DEMODATA HELP QUERIES REPORTS Sketch Sketch Config Spell System ApexExchangeXControl2.ocx emdialog.dll	FFIX4_50.FLL FH.EXE FHACTIV.EXE FHARCHIV.EXE FHBACKUP.EXE FHBBACKUP.EXE FHDBTOOL.EXE FHERR.TXT FHEXPAND.EXE FHINetUp.exe FHINetUp.exe FHINetUp.exe FHUpdate.EXE FHUpdate.Log FHWizWks.exe	FOXTOOLS.FLL FInstall.log KeyLib32.dll MachNm1.exe UnInstal.exe UpTemp.log
My Computer	File name:		V Open
My Network	Files of type: All Files (*.*)	ad-only	Cancel

6. Use the dialog box to find and open the NemsisDemographicExport.FHz file you saved to your hard drive.

It may take a few moments for the **Install New or Updated Features** dialog box to list the items that will install.

7. Click OK.

A series of dialog boxes and status bars displaying the progress of the installation appear and then close automatically. The installation process can take some time to complete, depending on your computer configuration and the number of codes included. This installs the report needed to check FH for user-defined fields.

- 8. Repeat steps 4-7 with NemsisPatientExportv2.FHz.
- 9. Continue with Verify the NEMSIS configuration, on page 59.

Verify the NEMSIS configuration

You should confirm that your NEMSIS configuration creates a valid NEMSIS export file before actually exporting the NEMSIS data.

1. Choose Administration \rightarrow Administrative Options.

The Administrative Options dialog box appears.

- 2. Click the Incident \rightarrow EMS/Search & Rescue \rightarrow NEMSIS tabs.
- 3. Click NEMSIS Config Info.

The NEMSIS Configuration Information dialog box appears.

W NEMSIS (×
Basic Informa	ation Service Numbers Unit	Codes Staff Members C	linical Code Authorizations	Predefined User Fields City & County FIPS	
OK	DP The NEMSIS con	le set is installed.		4 14	
	The NEMSIS codeset must be Administrative Options -> Incid	installed to enable any NEM ent -> EMS -> State Reporting	SIS features. The NEMSIS 9.	codeset may be installed under	
OK	DP There are 0 unm	apped lookup code:	5.		
	All lookup codes must have ar was done automatically. You	associated NEMSIS code. nay not enter EMS reports un	f you chose to replace your til all lookup codes are asso	EMS codeset with NEMSIS codes, this iciated with NEMSIS codes.	
OK	D- The Medical Dev	vice Inventory Class	is set.		
	There are 4 inventory items in serial number will cause a war	he APPF inventory class. Th ing and the serial number wil	ere are 0 Devices without a be exported as NONE.	a serial number. Any devices without a	
ERROR	DP There are incom	plete EMS Service N	lumbers.		
	All EMS Service Numbers mus of incopmlete EMS Service Nu	t have additional information I Imbers if any exist.	or NEMSIS. See the Servio	ce Numbers tab for a list	
OK	DP The exports are	not limited to nation	al elements.		
	In most cases, there is no prob specifically informed of a need	lem with exporting all element to change it. This option is lo	s. Leave the "Only Export I ocated in the same place as	National Elements'' setting false unless the NEMSIS codeset installation.	
OK	-P The Patient Exp	ort will include confid	ential information.		
	In order to limit exposure of pa states require confidential info	ient confidential information, I mation to be included when r	by default the Patient Export eporting information to the s	t does not include it. However, many tate.	
OK	D- The Demograph	ic Export is installed	. Version: NEMSIS [Demographic Data Export ∨1.10	
OK	-P The Patient Exp	ort is installed.	Version: NEMSIS F	Patient Export ∨2.14	
D- Affects	the Demographics Export	You will not be able to	export the Demographi	cs file.	
-P Affects	the Patient / Event Export	You will not be able to	export the Patient / Ev	ent file.	٦
DP Affects both exports See Warning and Error markers and additional pages for detailed information.					4

Items marked in red indicate an issue that needs to be corrected to complete EMS reports and create valid NEMSIS export files. Items marked in yellow indicate uncommon settings that may be valid in some situations. Items marked in yellow will not stop the data export.

 Click the Unit Codes tab, and then check to see if any inventory items appear under The following unit codes may not be used in patient reports because they are associated with multiple inventory items. **WARNING:** If any inventory items appear in this list, you will not be able to complete the NEMSIS record.

NEMS	SIS Configuration Informat	ion		X
Basic Infi DP Th	formation Service Numbers U	nit Codes Staff Members Clinic d in patient reports since they have	al Code Authorizations Predefined l an associated NEMSIS Resource Ty	User Fields City & County FIPS pe.
A6-1	Ambulance 6			~
				•
The follo Attemptir	wing unit codes may not be used ng to use them in a patient report v	in patient reports because they are will error during data entry.	missing an associated NEMSIS Resou	игсе Туре.
CH-1	Chief's Car			^
E6-1	Engine 6-1			
E6-2	Engine 6-2			
L6-1	Ladder 6-1			
T6-1	Tanker 6-1			
				×
The follo Attemptir	wing unit codes may not be used in ng to use them in a patient report (in patient reports because they are will error during data export.	associated with multiple inventory item	15.
A6-1	Ambulance 6	AMBU6-1995	Ambulance 6	~
A6-1	Ambulance 6	CS-01	Chain Saw	
				Y
	10/01-01			
o− Aff	ects the Demographics Export	You will not be able to ex	oort the Demographics file.	
D- Aff -P Aff	fects the Demographics Export fects the Patient / Event Export	You will not be able to ex You will not be able to exp	port the Demographics file. Port the Patient / Event file.	01

- 5. Click OK.
- 6. Depending on whether any inventory items appeared under **The following unit codes may not be used in patient reports because they are associated with multiple inventory items**, do one of the following.
 - Continue with Correct unit codes associated with multiple inventory items, on page 61.
 - Continue with Export NEMSIS data for state and national reporting, on page 63.

Correct unit codes associated with multiple inventory items

Note: The steps below are only necessary if unit codes appeared under The following unit codes may not be used in patient reports because they are associated with multiple inventory items. If unit codes did not appear, go to Export NEMSIS data for state and national reporting, on page 63.

1. In the main toolbar menu, click **Inventory**.

The Inventory dialog box appears.

2. At the bottom of the dialog box, click **Browse**.

The Query dialog box appears.

3. From Select a Query, select List Inventory by Description.

🖨 Query - List I	nventory by Description [MultiSelect]			
Select a Query				
List Inventory by D	escription	✓	<u>N</u> ew Query	Query Properties
Inventory ID	Description	Sti	n Inventory Class	Description 🔥
AIRFILTER	Air Filter Fram 12R-1X		INVN	Generalized Inv
AMBU6-1995	Ambulance 6	6-	1 APPR	Apparatus Res
BP4030-01	Bunker Pants, 40, 30	6-	1 PPE	Personal Protec 📒
BP4030-02	Bunker Pants, 40, 60	6-	1 PPE	Personal Protec
CS-01	Chain Saw	6-	1 SAWC	Chain Saws 📃
CYL-01	Cylinder, Composite, 4500 PSI	6-	1 CYLI	Cylinder
CYL-02	Cylinder, Composite, 4500 PSI	6-	2 CYLI	Cylinder
CYL-03	Cylinder, Composite, 4500 PSI	6-	1 CYLI	Cylinder
CYL-04	Cylinder, Composite, 4500 PSI	6-	1 CYLI	Cylinder
CYL-ALL	Cylinders (Number Used)	6-	1 CYLI	Cylinder
FL-DF-SAE90	Differential Fluid SAE 90		INVN	Generalized Inv
ENG61-1992	Engine 6-1	6-	1 APPF	Apparatus - Fire
ENG62-1994	Engine 6-2	6-	2 APPF	Apparatus - Fire
FL-EG-SAE30	Engine Oil SAE 30		INVN	Generalized Inv 🥃
				>
Show Hidden R	ecords	41 Records	/1 Selected	Mørt P
All Applicable Rec	ords	▲ <u>Options</u>	ОК	Cancel

- 4. In the lower left corner of the dialog box, select Show Hidden Records.
- In the lower right corner of the dialog box, click the ++ (Select AII) the button.
 All the records in the Inventory module become selected.
- 6. Click **OK**.

The Inventory dialog box appears,	displaying the information for the first inventory item in
the module.	

🛤 Inventory							
Description	Inventory	ID Link	ed to Inventory ID Station	Unit			
Air Filter Fram 12R-1X	AIRFILT	ER		A6-1			
Basic Specs Maintenance/Test	t Usage/Purchasing Linked Inv	entory <u>N</u> otes <u>O</u> th	ier				
Staff ID	14	14 14					
Occupancy ID		Location					
Vendor		Inventory Class					
KEY001 Ke	eystone Service Center	INVN	Generalized Inventory	/entory			
Purchase Date Original Cost	Annual Repl Cost	Date Received	Make Fram Year Serial no	Model 12R-1X			
Miscellaneous	Last Meter Reading	Last Maintenance	e/Test				
🔲 Generic Equipment	Date	Date	Mileage Hou	rs			
Out of Service	01/01/2004	11	0.00	0.00			
🔲 🔲 Hide Equipment in Lookups	Mileage Hours	Job Code					
Quantity Unit	0 0.00						
	New	Save	🗙 Delete 🛛 🖨 Print				

Note: First record , previous record , next record , and last record buttons are located in the lower left corner of the dialog box.

- 7. In the upper right corner of the dialog box, check Unit to see if it has a value.
- 8. (If **Unit** is blank) Skip to step 12 below.
- 9. (If **Unit** contains a value) In the upper left corner of the dialog box, in **Description**, read the description of the inventory item and determine if it is an apparatus (vehicle).
- 10. (If the inventory item is an apparatus) Skip to step 12 below.
- 11. (If the inventory item is not an apparatus) Do the following.
 - a. (If this item needs to be linked to a specific apparatus) Click the lookup ... button for **Linked to Inventory ID**, and then select the apparatus the inventory item should be linked to.
 - b. Delete the value from **Unit**.
 - c. Click Save.
- 12. Click the next record 🕑 button in the lower left corner of the dialog box.
- 13. Repeat steps 7-12 until the next record button becomes inactive.
- 14. To verify that there are no longer any unit codes associated with multiple inventory items, repeat the steps in **Verify the NEMSIS configuration**, on page 59.

Export NEMSIS data for state and national reporting

 Choose File → EMS/Search & Rescue Reporting → Export EMS Transaction File. The Select EMS Export dialog box appears.

🗱 Select EMS Export	X
Please select the export to run	
NEMSIS Patient Export v2.14	~
NEMSIS Demographic Data Export v1.10 FIREHOUSE Software EMS Export	
	ОК

2. Select NEMSIS Patient Export, and then click OK.

The **Custom Data Export** dialog box appears, listing the name of the file the data will be exported to.

recipient of yo	our choice.
Selected Exp	ort file:
NEMSE	5 Patient Export v2.14
xport data to File	the following file EXPORTX\NEMSIS_Patient_Export_v214_20101108.XML

3. Verify the path to export the file to, and change if you want to.

By default, the XML file is exported to C:\Program Files\FIREHOUSE Software\Exportx*filename.XML*.

- 4. Click Next >.
- 5. Select an option for the export to perform when the process is completed.

xport process is complete, would you like to	to do anything extra to the file(s) that are
eave the file on the hard drive.	
y the file(s) to the removable disk in drive	Drive A: 💌 Wipe disk
smit the file(s) to an internet or intranet site	via FTP
ch the file(s) to and send an e-mail messag	ge
	leave the file on the hard drive. by the file(s) to the removable disk in drive nsmit the file(s) to an internet or intranet site ach the file(s) to and send an e-mail messag

Note: It is recommended that you select No, just leave the file on the hard drive.

- 6. Click Next >.
- 7. Review the summary export settings information.
- 8. Click Finish.
- 9. (If prompted to create the \Exportx directory) Click Yes.

The Query Parameters - Nemsis Demographic Header dialog box appears.

Filter	ery Parameters - Nems	is Der	nograph	ic Header					×
	Parameter	Not	Criteria	Value		?	Ignore Case	Logical	~
•	EMS Service Number		=	l				And	
	FIPS Code	~	Empty						-
				8					
						 +	1		-
		-	0.			-			
				5					
									-
									~
* In	dicates Required Paramet	er					Add	<u>R</u> emove	
🛛 Igni	ore parameters which are not re	equired	l if no value	is specified.	Saved Filters	B	un <u>Q</u> uery	Cance	

10. In the highlighted field in the **Value** column, enter the EMS service number or use the lookup ... button next to the field to select it.

11. Click Run Query.

The Query Parameters dialog box populates with data.

	Parameter	Not	Criteria	Value		? lg	nore Case	Logical	
	Incident ID		=					And	Τ
	Patient/Victim ID		- = 2					And	T
	Alarm Date		>=					And	
	Alarm Date		<=					And	
	Ems_main.Service		=	Nemsis_Demographic_Header.servic	e			And	
	Report Complete		-	.Τ.				And	
	EMS Reporting Type	>	Empty					And	
	Last Export Action		<>	1				And	
	Last Export Date		Empty			8 B		Or	T
	Last Export Action		>=]	And	Ι
	Code Set		=	203					
-				-					-
		1				Ħ			ł
							Add	<u>R</u> emove	

12. Do one of the following.

To do this	Do this
Export a specific incident	 a. On the Incident ID parameter row, click the lookup button. The Query - List EMS Incidents by Alarm Date dialog box appears.
	Cuery - List EMS Incidents by Alarm Date Select a Query List EMS Incidents by Alarm Date Wew Query Query Properties Select Min Date Alm Date Alm Date Alm Time Inci Num Patent No Reason Torsev Query Q
	c. Click OK.
Export a group of	a. On the first Alarm Date parameter row (with >= in the Cri -

To do this					Do	this				
incidents within a	teria	column),	clicl	k the	look	up	bu	tton.		
date range	The C	alendar	dial	og bo	ox ap	pear	s.			
			H Caler	ndar					X	
			•	Nove	mber	Þ		2010	Þ	
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3	4	5	6	
			7	8	9	10	11	12	13	
		-	14	15	16	17	18	19	20	
			21	22	23	24	25	26	27	
			28	29	30					
					ſ	OK		Car	ncel	
			Dynam	iic Date						
			Begir Endu	nning of	Today	,			~	
			Grinde	U						
	b. Selec	t the beg	jinnir	ng ala	arm (date,	and	then	click	OK.
	c. Repea meter alarm	at the pre [•] row (wit date.	eviou h <=	us ste in th	eps f ne C i	or the	e seo a col	cond umn	Aları) to se	m Date para- et the ending

13. Click Run Query.

A dialog box with a message regarding your export appears.

Note: If errors appear and you need assistance resolving them, contact **FIREHOUSE** Software technical support at 800-921-5300, option 2.

- 14. (If the validation produced no errors) Click **OK** to display the log file for the export.
- 15. Repeat steps 1-13 for the **NEMSIS Demographic Data Export** file.
- 16. Submit the files to your data collection agency by their preferred method.

Appendix: Listing of FH predefined user fields

Below is the comprehensive list of predefined user fields that you should add.

Return to step 12 of Add additional user fields.

Element	Staff Activity Participant User Fields					
E04_03	Crew Member Level					
E04_02	Crew Member Role					
Element	Responding Unit User Fields					
E2_14	Vehicle Dispatch Zone					
E2_13	Vehicle Dispatch Location					
E2_15 Vehicle Dispatch Location – Lat;						
E2_15	Vehicle Dispatch Location – Lon					
Element	EMS/Search & Rescue Patient Procedures User Fields					
E19_04	Size of Procedure Equipment					
Element	EMS/Search & Rescue Incident User Fields					
E08_08	Incident Facility Code					
E08_01	Other EMS Agencies at Scene					
E08_02	Other Services at Scene					
E23_04	Suspected Intentional/Unintentional					
Element	EMS/Search & Rescue Patient/Victim User Fields					
E06_06	Patient Home County					
E06_09	Patients Home Country					
E07_02	Certificate of Medical Necessity					
E07_33	Response Urgency					
E07_37	CMS Condition Code Modifier					
E08_03	Time Differential Initial Responder					
E10_10	Height of Fall in Feet					
E12_02	Sending Facility Medical Record Number					
E12_03	Destination Medical Records Number					
E12_18	Presence of Emergency Info					
E12_20	Pregnancy					
E16_02	Broselow/Luten Color					
E19_04	Tube Placement Confirm at Destination					
Element	EMS/Search & Rescue Patient/Victim User Fields					
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E19_12	Successful IV Site					
E19_13	Tube Placement Confirm at Scene					
E20_11	How Patient Moved to Ambulance					
E20_12	Patient Position During Transport					
E20_13	How Patient Moved from Ambulance					
E22_06	Patient ID Band/Tag Number					
E23_01	Review Requested					
E23_02	Potential Registry Candidate					
E23_07	Personnel Exposed					
E23_08	Required Reportable Conditions					
Element	EMS/Search & Rescue Patient/Access/Vitals User Fields					
E14_13	Carbon Dioxide					
E14_14	Blood Glucose Level					
E14_23	Pain Scale 1 – 10					
E14_24	Stroke Scale					
E14_25	Thrombolytic Screen					
E14_26	APGAR Score					
E14_28	Pediatric Trauma Score					
E16_03	GU Assessment					
E16_04	Skin Assessment					
E16_05	Head/Face Assessment					
E16_06	Neck Assessment					
E16_07	Chest/Lungs Assessment					
E16_08	Heart Assessment					
E16_09	Abdomen-Left Upper Assessment					
E16_10	Abdomen-Left Lower Assessment					
E16_11	Abdomen-Right Upper Assessment					
E16_12	Abdomen-Right Lower Assessment					
E16_14	Back Cervical Assessment					
E16_15	Back-Thoracic Assessment					
E16_16	Back Lumbar/Sacral Assessment					
E16_17	Extremities-Right Upper Assessment					

Element	EMS/Search & Rescue Patient/Access/Vitals User Fields
E16_18	Extremities-Right Lower Assessment
E16_19	Extremities-Left Upper Assessment
E16_20	Extremities-Left Lower Assessment
E16_21	Eyes-Left Assessment
E16_22	Eyes-Right Assessment
E16_23	Mental Status Assessment
E16_24	Neurological Assessment